



Job Description Form

Program Officer

Position Number:	101911	Portfolio:	Climate and Sustainability
Classification:	Level 5	Reports to:	Manager Environmental Policy, L7
Location:	Joondalup	Direct Reports:	Nil

Description

The Program Officer contributes to the delivery of strategic programs by providing specialist coordination, analytical support, and advice to support program outcomes.

The role undertakes planning, implementation, and monitoring of program activities, including governance support, reporting, contract administration, and stakeholder engagement. The position works collaboratively with technical experts, stakeholders and decision-makers to deliver program outcomes and support informed decision-making through research, analysis, and the preparation of high-quality documentation and advice.

The role also contributes to the development and continuous improvement of program systems, processes, and reporting frameworks, ensuring alignment with legislative, policy, and organisational requirements.

Responsibilities

In context of above description, the role:

- Contributes to the planning, coordination, implementation, and monitoring of strategic program activities to support achievement of program objectives and outcomes.
- Undertakes research, analysis, and evaluation of information (including policy, legislation, data, and program insights) to support program development and evidence-based advice.
- Prepares and quality assures a range of complex documentation, including reports, briefings, correspondence, ministerial materials, and program deliverables.
- Provides program and project support, including monitoring progress, identifying risks and issues, and contributing to mitigation strategies to ensure successful delivery outcomes.
- Supports program governance and administration, including maintaining systems, coordinating reporting, and ensuring compliance with organisational and legislative requirements.
- Provides support to committees, working groups and governance forums, including coordinating meetings, preparing materials, and ensuring effective follow-up of actions.
- Administers and monitors contracts and procurement processes, ensuring deliverables meet agreed standards, timeframes, and quality requirements.
- Engages and collaborates with internal and external stakeholders, including industry, Traditional Owners and partners, to gather information, provide advice, and support program outcomes.
- Works collaboratively to identify issues, negotiate outcomes, and contribute to practical solutions in a complex stakeholder environment.
- Contributes to the review, development, and continuous improvement of program systems, processes, and reporting frameworks.

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- Maintains accurate and compliant records in accordance with information management and governance requirements.
- Builds and maintains effective working relationships and contributes to a positive team environment and shared objectives.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

Essential

1. You have demonstrated ability to plan, coordinate and deliver program or project activities, manage competing priorities, and meet deadlines in a dynamic environment (You deliver on high leverage areas).
2. You have demonstrated conceptual and analytical skills, including the ability to research, interpret and evaluate complex information, and contribute to practical, evidence-based solutions and advice (You think through complexity).
3. You have well-developed communication skills, including the ability to prepare high-quality reports, briefings, correspondence and ministerial materials, and present information clearly to a range of audiences (You build capability).
4. You have demonstrated ability to build and maintain effective relationships with internal and external stakeholders, and to influence, negotiate and resolve issues to achieve shared outcomes (You lead collectively).
5. You have experience contributing to program governance, reporting, contract or procurement administration, or recordkeeping processes, ensuring compliance with legislative, policy and organisational requirements (You embody the spirit of public service).

Desirable

6. Experience in budget and financial administration processes, including the use of financial management systems (e.g. TechOne).
7. You have cultural competency to understand Aboriginal culture, history and issues and demonstrated ability to work collaboratively with Aboriginal organisations and communities.

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Special requirements

- The department will conduct a national police check before offering employment.